



DEPUTY ATTORNEY, CALTRANS
OPEN
CONTINUOUS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN RELEASED ON 02/17/05

OPEN	Applications will be accepted on an open basis only.
APPLICATION DEADLINE	CUT OFF DATES: JULY 27, 2006 JANUARY 25, 2007 NOTE: Testing is continuous on a semi-annual basis and eligible lists are merged. Applications received after the cut off (final filing) date will be held until the next cut off date.
HOW TO APPLY	Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL <u>NOT</u> BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL BE HELD FOR THE <u>NEXT</u> ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION. FILE BY MAIL: Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036 FILE IN PERSON: Department of Transportation 1727 30 th Street, 1 st Floor Sacramento, CA 95816 (916) 227-4941 SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.
REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.
SALARY RANGE	A - \$3834 - \$4208 C - \$5320 - \$6433 B - \$4414 - \$4847 D - \$5988 - \$7386
QUALIFICATIONS APPRAISAL INTERVIEW	Eligible candidates will be notified by mail approximately 10 days in advance of the qualifications appraisal interview date.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required. All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	Membership in the California State Bar. (Applicants must have active membership in the California State Bar before they will be eligible for appointment. Applicants who are not members of the California State Bar but who are eligible to take the California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to the California State Bar.)
POSITION DESCRIPTION	This is a recruitment and developmental class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work in the Department of Transportation. Based upon the appropriate alternate range criteria, incumbents advance to Range B, C, and D and are assigned progressively more difficult professional legal work as their competence increases. Incumbents assigned to Range D are assigned the more complex and sensitive legal work in this class.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.</p> <p>QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Legal principles and practices with particular reference to the law of eminent domain, public tort liability, contracts, and law governing public officers and agencies.2. State Contract Act and the statutes and constitutional provisions governing the organization and conduct of the work of the Department of Transportation.3. Law relating to public highways.4. Federal Highways Act and other Federal aid statutes relating to highways.5. California law relating to acquisition, financing, administration, and construction of toll bridges.6. Law governing the relations of the Department of Transportation with public utilities and public agencies.7. Trial and appellate court procedure and of the rules of evidence.8. Methods used in appraising real property and of the problems involved in negotiating for rights of way.9. Safety, health, Equal Employment Opportunity and labor relations and the processes available to meet these program objectives. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Prepare and conduct actions and proceedings before courts and administrative bodies.2. Analyze and appraise legal problems and apply legal principles and precedents to particular sets of facts.3. Plan and direct a program of complex legal work and direct the work of assistants.4. Write clear and concise reports and opinions and dictate difficult legal correspondence.5. Present oral statements of fact, law, and argument clearly and logically.6. Maintain the confidence and respect of members of the legal profession and other persons.7. Effectively contribute to the Department's safety, health, Equal Employment Opportunity and labor relations objectives.
TESTING PERIOD	<p>The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.</p>
ELIGIBLE LIST INFORMATION	<p>An open eligible list will be established for the Department of Transportation. The names of successful competitors will be merged onto the list in order of final scores, regardless of the date.</p>
CAREER CREDITS	<p>Career credits are not granted in open examinations.</p>
VETERANS PREFERENCE POINTS	<p>Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE POINTS.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4941**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.